

North Maine Fire Protection District

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Robert B. McKay
CHIEF

BOARD of TRUSTEES
DONALD NEAL
DAGMAR RUTZEN
TIMOTHY HAMILTON

MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES NORTH MAINE FIRE PROTECTION DISTRICT COOK COUNTY, ILLINOIS AUGUST 8, 2018

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on August 8, 2018 at 7:00 pm at the North Maine Fire Station located at 9301 Potter Rd., Des Plaines, IL for the purpose of conducting regular business.

CALL TO ORDER: President Neal called the meeting to order at 7:03 pm.

ROLL CALL:

PRESENT: President Don Neal, Treasurer Dagmar Rutzen, and Secretary Timothy Hamilton

ABSENT: None

ALSO PRESENT: Attorney John Motylinski, Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd; Fire Chief Robert McKay; District Auditor Louis Karrison, Karrison LLC; NMFPD FF David Hall; and Colleen Dillon, Lauterbach & Amen, LLP

APPROVAL OF MEETING MINUTES: *July 11, 2018 Regular Meeting:* The Board reviewed the minutes from the July 11, 2018 regular meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the July 11, 2018 regular meeting minutes as written. Motion carried by unanimous voice vote.

PUBLIC COMMENTS: *Louis Karrison:* Mr. Karrison reviewed the annual audit with the Board prepared by Karrison LLC. The net pension liability for the fiscal year ending December 31, 2017 is \$13,429,000, which is approximately \$300,000 lower versus the prior year. The funding percentage of the Pension Fund has increased to 62.64% at the December 31, 2017 fiscal year-end versus 58.96% at the prior fiscal year end. A motion was made by Neal and seconded by Hamilton to accept the annual audit for the fiscal year end 2018 as prepared by Karrison LLC. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None

Mr. Karrison left the meeting at 7:25 pm.

TREASURER'S REPORT: *July 31, 2018:* The Board reviewed the Treasurers' Report dated July 31, 2018. The District's beginning balance as of July 1, 2018 was \$3,140,549.02. The District received deposits during the month of July in the amount of \$1,023,981.83. The District's expenses for the month of July totaled \$282,867.97. The July transfers in and out were \$264,503.35. The net balance change for the month of July was \$741,113.86. The District's total ending balance as of July 31, 2018 was \$3,881,662.88. A motion was made by Trustee Neal and seconded by Trustee Hamilton to accept the Treasurer's Report as presented. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None

ATTORNEY'S REPORT: Mr. Motylinski requested that all FOIA requests related to sexual discrimination/misconduct be sent to his office for review.

FIRE CHIEF AND TRUSTEE REPORTS: Fire Chief McKay informed the Board of the following:

- T-Mobile performed an inspection on 7/25, resulting in the cellular antenna needing to be taller than originally discussed. A follow-up will be made at the next meeting.
- The National Night Out was cancelled due to rain.
- The MABAS Division Grant for radios is still active
- NMFD responded to a fire in Prospect Heights, sending an engine and battalion.
- Correspondence from the insurance company regarding an accident with the plow on 12/24/17 has been received. The claim was for approximately \$48,000. The accident involved a few cars resulting in minor injuries.
- The budget is currently being prepared.
- The newsletter for the website is currently being worked on. The final draft will be sent to the Board for review.
- A webinar concerning grant writing was completed by DC Palffy and Chief McKay. This was at a cost of \$35.00.

OLD BUSINESS: There was no old business to discuss.

NEW BUSINESS: *Review and Possible Approval of 2017 OPEB Actuarial Report:* The Board discussed the final OPEB Actuarial Report prepared by L&A. Motion was made by Trustee Neal and seconded by Trustee Rutzen to accept the report. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None

Discussion/Possible Approval of Updated Drug and Alcohol Policy: The Board discussed the updated drug and alcohol policy for the District. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the updated drug and alcohol policy. Motion carried by unanimous voice vote.

Discussion/Possible of Approval of Ordinance 2018-O-3 An Ordinance Adopting The Requirements For Responsibility, Enforcement, And Penalties For Automatic Fire Extinguishment: This matter will be discussed at the next meeting.

Discussion/Possible Approval of 2018 IPFR Grant to Remove & Replace Officer Flooring: The Board discussed using the remainder of the 2018 IPFR Grant for asbestos abatement in three of the District offices. A motion was made by Trustee Rutzen and seconded by Trustee Hamilton to approve the use of the 2018 IPFR Grant funds to remove asbestos and install new flooring in an amount not to exceed the remaining grant total. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton
NAYS: None
ABSENT: None

August 8, 2018 Check Register and Disbursement Summary (Approval): The Board reviewed the August 8, 2018 check register and bills for payment:

Total Checks: Check #'s 4588 - 4617	\$89,097.78
July 13, 2018 payroll	\$93,746.81
July 27, 2018 payroll	\$92,348.47
Total Payrolls	<u>\$186,095.28</u>
Total Disbursements	<u>\$275,193.06</u>

A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the total disbursements for the month of July in the amount of \$275,193.06. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton
NAYS: None
ABSENT: None

Firefighter Hall left the meeting at 7:44 pm.

CLOSED SESSION: A motion was made by Trustee Neal and seconded by Trustee Rutzen to enter into closed session at 7:45 pm to discuss employee/personnel matters. Motion carried by unanimous voice vote.

A motion was made by Trustee Neal and seconded by Trustee Rutzen to resume open session at 7:55 pm. Motion carried by unanimous voice vote.

ADJOURNMENT: A motion was made by Trustee Neal and seconded by Trustee Rutzen to adjourn the meeting at 7:59 pm. Motion carried unanimously by unanimous voice vote.

Donald Neal

President

Domen Rutzen

Treasurer

Timothy Heutte

Secretary

~ The next regular meeting is scheduled for September 12, 2018 at 7:00 pm~

Minutes prepared by Colleen Dillon, Lauterbach & Amen, LLP